

# BOROUGH OF APOLLO

P.O. Box 306, Apollo, PA 15613 • Website: [www.ApolloPA.org](http://www.ApolloPA.org)

## NO LIEN LETTER APPLICATION

### REQUIREMENTS FOR THE ISSUANCE OF A NO-LIEN LETTER

- Requests for lien letters must be received *at least* seven working days in advance of closing.
- **A forwarding address for the SELLERS must be provided.**
- The Borough charges a fee of **\$30** for the issuance of a no-lien letter for GARBAGE and SEWER USER **ONLY** that must be paid in full prior to the issuance of a no-lien letter.
- A \$30 check payable to the Borough of Apollo.

*Please help save unnecessary phone calls by using the instructions above and by using the checklist requirements provided below. Thank you!*

- ✓ Provide seller's forwarding address below?
- ✓ Enclose \$30 fee for no-lien letter?
- ✓ Provide a self-addressed stamped envelope?

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### APPLICATION FOR A NO-LIEN LETTER

Please read and review the above procedures to ensure a timely response to your no-lien letter request. **This form *must* be used to request a no-lien letter.** Be advised that if *all* of the requirements are not met, a no-lien letter cannot be issued. Please type or print information below and **return no-lien application to the Borough of Apollo, P.O. Box 306, Apollo, PA 15613.**

Name \_\_\_\_\_

Address of property \_\_\_\_\_ Lot & Block No. \_\_\_\_\_

Renter' Name (if applicable) \_\_\_\_\_

Seller's Forward Address (**Not an option, MUST be provided**) \_\_\_\_\_

Purchaser's Name \_\_\_\_\_

Agency or Realtor Requesting No-Lien Letter \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

Contact Person \_\_\_\_\_ Ext. No. \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Closing Date \_\_\_\_\_

*Upon completion of the sale of the property, please forward the name, address and phone number of the new owner to the Borough Office at the above address. Also, please notify the new owners that a Rental Inspection must be obtained if the property is to become a rental property. The information and an application for the inspection may be obtained through the Borough Office at the address listed above.*

*If you have questions please contact the Apollo Borough Manager regarding claims or liens for Garbage and Sewer User bills at [boroughmanager@apollopa.org](mailto:boroughmanager@apollopa.org), or phone: 724-478- 4201 x1.*

*All forms are available on the Borough's website: [www.ApolloPA.org](http://www.ApolloPA.org).*